



Kalamazoo
Public Library

**Kalamazoo Public Library
Request for Proposal
RFP 2022-02**

Diversity, Equity, and Inclusion Officer – Contracted

1. OVERVIEW

The Kalamazoo Public Library is seeking a qualified person or company to serve as a contracted Diversity, Equity, and Inclusion Officer in fulfilling the recommendations and work of the library's recently adopted DEI Strategic Plan.

2. BACKGROUND

Kalamazoo Public Library (KPL), founded in 1872, is a public library district serving 127,924 people in the City of Kalamazoo, Kalamazoo Township, Oshtemo Township, and Texas Township by way of 5 library locations, a mobile library, and online library services. It employs approximately 175 employees, with 129 FTE's; operates services in physical locations totaling 138,000 square feet, and provides over 11,000 open public service hours.

The KPL Board of Trustees adopted a [DEI Strategic Plan](#) in January 2022.

Diversity, Equity & Inclusion at KPL can be found here: <https://www.kpl.gov/about/dei>

3. PROJECT DESCRIPTION AND SCOPE

KPL seeks an external consultant to lead the library's DEI initiatives and serve as an organizational ombuds for human resources related issues.

The Contractor:

- 1) collaborates and coordinates with administration to establish priorities and timelines for completion of recommendations within the DEI strategic plan and the Scope of Work
- 2) provides monthly reports to the Library Board

The library seeks a cost proposal for a two-year contract.

The following list signifies the core work expected for the contracted work:

- Reviews and analyzes Library operational, employment, and public policies and practices related to Diversity, Equity, and Inclusion (DEI). Recommends changes that consider best practices, new or changing legislation, staff and community needs.
- Serves as the Library ombuds. Works with library staff to explore and assist in determining options to help resolve conflict and concerns regarding discrimination, harassment,

retaliation, or other employment issues. Collaborates with HR to conduct related investigations.

- Coordinate and implement a training program to educate all employees on how to recognize, accommodate and appreciate individual differences and implements bias mitigation practices.
- Collaborates with Antiracism Transformation Team (ARTT) and staff in the coordination and delivery of professional and personal development events and activities to create forward movement for cultural competencies.
- Leads the formation and ongoing facilitation of monthly employee resources groups. Serves as a liaison to facilitate the communication of concerns and recommendations to administration.
- Develops progress benchmarks and ensures collection of metrics necessary to assess DEI plan implementation and execution. Provides monthly reporting to Board of Trustees, Administration, staff and public to include strategic plan progress, successes, and opportunities. Responsible for the coordination and regular update of the library's DEI webpage to reflect current DEI work and applicable statistical information.
- Cultivates and maintains strategic partnerships with DEI related agencies to inform and support the Library's strategy for DEI opportunities.
- Coordinates communication strategies for the library's DEI actions.
- Provides no less than 10 hours weekly onsite to include consultations, meetings, and evaluation.*

Contractors ideally will possess the following experiences and qualities:

- Working in a public agency serving a large diverse population;
- Knowledge of principles of equal opportunity, and community resources, and the knowledge to make recommendations concerning the library's DEI work;
- Skill in researching and analyzing information and data, drafting reports and other documents; maintaining records and files; and skill in using technology and software to perform functions such as word processing, spreadsheets, and presentation software, etc.
- Comprehensive knowledge and understanding of DEI and organizational development best practices;
- Analyzing organizational structures to enhance and foster DEI strategies at all levels of an organization;
- Effectively communicating DEI strategies, delivering training to adult learners in a workplace setting, and working effectively across differences;
- Mediation and conflict resolution skills to reframe issues, reduce tensions within workgroups, and intervene when conflicts arise;
- Excellent written and oral communication skills;

- Facilitation experience in conducting focus groups, needs assessments, and training with professionals and a variety of community and staff workgroups;
- Intercultural awareness and skills sufficient to enable collaboration with diverse groups within the workforce or with external partners;
- Ability to make appropriate decisions when issues need to be escalated or referred, and to whom.

4. TIMELINE

April 13, 2022	RFP issued
April 22, 2022	Questions due by 4:00pm
April 27, 2022	Questions responded to by 4:00pm in the form of an addendum
May 16, 2022	Proposals due by 12:00pm
June 6-10	Interviews if needed
June 27	Contract awarded

5. QUESTIONS REGARDING RFP

Questions surrounding this RFP should be submitted via email to rpfsubmissions@kpl.gov by 4:00pm, Wednesday, May 11, 2022. Responses will be provided via email by 4:00pm, Monday, May 16, 2022.

6. PROPOSAL CONTENTS

Kalamazoo Public Library is looking for a succinct proposal with relevant information. Please limit your proposal to no more than 10 pages. There is also a "Certifications and Assurances" page that needs to be signed and included as part of your proposal.

6.1 Cover Letter

Please include the following: (1) a letter of interest signed by the contractor with a statement of availability to complete the work; (2) the identification of the proposer, including name, address, email address, telephone number; (3) the name, title, address, email and telephone number of contact person during period of proposal evaluation; and (4) the signature of a person authorized to bind proposer to the terms of the proposal.

6.2 General Profile and Experience

Briefly provide general information about experience, capabilities, and length of time in the business of performing this work or that of a similar nature.

6.3 Professional Credentials of Key Staff

Please identify and list the functions of any other key staff who will work on this project. Briefly describe a summary of the professional credentials and experience of the staff who will work on this project(s). Do not include lengthy resumes or vitae.

6.4 Project Approach

Describe how you will approach and meet the objectives listed above for this project. Please provide a timeline and additional resources needed in order to meet project objectives.

6.5 Budget

Provide an annual not-to-exceed budget amount with detail that shows projected costs. Proposers may submit as many costs scenarios as desired. For each costs scenario, include related assumptions and explanatory comments. Summarize the costs and attach all detail

necessary to support the summarized costs. Note: cost proposals must be all-inclusive and must include the hourly/daily rate, and a detailed estimate of all other costs, such as travel. No other monies will be paid for items omitted by the proposer, unless requested and approved in advance in writing.

6.6 References

Provide contact information for three references who can describe work you have done which is similar or related to the report we are seeking.

6.7 Signed Certifications and Assurances

Sign and submit the attached Certifications and Assurances as part of your proposal.

7. SUBMITTING A PROPOSAL

Proposals may be submitted via email, mail, courier, or in-person. Proposals should be in writing and include links or attachments to materials which support, validate or demonstrate the qualifications of the submitter. The format may be a Word or pdf document. Kalamazoo Public Library reserves the right to “revise” or “amend” the RFP prior to the proposal due date by “written addenda.”

The deadline for submission/receipt is 12:00pm, Wednesday, June 3, 2022 (EST).
Submit proposal to:

Request for Proposal- DEI Officer
rfp@kpl.gov
Kalamazoo Public Library
315 S. Rose St.
Kalamazoo, MI 49007

KPL shall not be responsible for any costs incurred by the proposer in preparing, submitting or presenting its response to the RFP.

All proposals received after the designated time stated will not be considered.

8. EVALUATION PROCESS

KPL staff will confirm receipt of all proposals received by the due date and will later inform submitters of the status of their proposals.

Proposals will be evaluated by a joint group of administration and library board members, and scored on the following criteria:

Possible Points:	100
Demonstrated, proven DEI experience	35
Project/Scope of Work Approach	30
Budget/Costs Scenario(s)	25
Adherence to Submittal Directions	10

The library may elect to conduct interviews, either in person or remotely, with finalist candidate(s). We expect to make a decision and discuss the final contract with the selected consultant by June 27, 2022.

9. ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by Kalamazoo Public Library from the proposal due date.

10. TERMS AND CONDITIONS

The successful proposer will be required to sign a Contract with KPL. The Library reserves the right to extract certain language from a company's agreement and incorporate it into a Library contract, if mutually agreeable to both parties.

KPL will retain all rights to the finished product and all electronic, audio and / or graphic files including project files.

The proposer, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

KPL reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract agreement.

KPL is under no obligation to award this project to the proposer offering the overall lowest fee or contract terms. Evaluation criteria, included in this document, shall be used in evaluating proposals.

Thank you for considering this RFP and for the efforts you may undertake to submit a proposal.

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

- 1) I/we declare that all answers and statements made in the proposal are true and correct.
- 2) The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
- 3) The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by KPL without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
- 4) In preparing this proposal, I/we have not been assisted by any current or former employee of KPL whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
- 5) I/we understand that KPL will not reimburse me/us for any costs incurred in the preparation of

this proposal. All proposals become the property of KPL, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

6) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.

7) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

9) I/we grant KPL the right to contact references and other, who may have pertinent information regarding the ability of the Contractor and the lead staff person to perform the services contemplated by this Request.

On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer / Date